



RESEARCH AND DEVELOPMENT BOARD  
WASHINGTON 25, D. C.

7 May 1952

Deputy Director  
Office of Scientific Intelligence  
Central Intelligence Agency  
Washington 25, D. C.

Dear Sir:

The staff of the Committee on Electronics has been seeking ways and means of using intelligence information to keep research workers in the field of electronics informed of related development efforts. The material furnished by your agency has been helpful in this task and we are striving to improve our procedures in this regard.

It occurred to several of us on the staff that the use of a more standardized format by information services might be of assistance to the users. We have noticed that the format used by TIP published by the Navy Research Section, Library of Congress, is easy to use both for scanning when first received and for identifying particular documents at a later time. A copy is inclosed for examination.

Perhaps you will be reviewing your procedures for publication in the near future and would be in a position to consider some revisions. To this end I would make the following specific suggestions concerning "Periodical Abstracts":

- (1) that the abstracts be arranged by subject rather than by title of journal;
- (2) that the table of contents list specific articles by subject rather than names of journals covered; and
- (3) that a cumulative index be provided.

I realize of course that some of these changes may mean more time in preparation but I know you will be guided by your own judgment as to the increased value of these changes to the users.

Sincerely yours,

JOHN W. KLOTZ  
Deputy Executive Director  
Committee on Electronics

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